



COEP Technological University

(A Unitary Public University of Government of Maharashtra)

Hostel Department

Shivaji Nagar, Pune 411 005.

Tel. No. 020-25507660 E-mail ID: hostel@coeptech.ac.in Fax No. 020-25507299

Ref. No. COEP Tech./Hostel/Man power service/2026/

Date: 11/05/2026.

Enquiry Letter

Subject: Inviting quotations for supply of Man power service at Hostel Campus, COEP Tech, Pune.

Sealed quotations are invited from reputed organizations for supply of man power service at Hostel campus, COEP Tech, Pune as per the **Annexure- I**.

Annexure- I

Sr. No	Product Description	Qty.	Unit	Rate per unit in Rs.
1.	Man power service: Carpenter work.	01	Person	
Total Amount Rs:				
GST Amt Rs.:				
Total Amount Rs. (Inclusive of taxes and other chares etc).				
Total Amount (inclusive of GST) in words Rupees				

Terms and Conditions:

- Service Period: Six Months.**
Vendor shall be responsible for carpentry repair and maintenance work at Hostel Campus, COEP Tech, Pune, any defective component will be replaced by vendor at his cost.
- Work Period:** Carpentry work shall be completed within 24 Hrs.
- Payment Terms & Conditions:** Payment is monthly basis, daily attendance required, Hostel warden satisfactory report essential.
- The vendors shall have to quote for all the items of the quotation. Part quotations/incomplete quotations shall be summarily rejected.
- Offers in quotation should be written in English and price should be written in both figures and words.
- Please specify the make of the items.
- Quotation(s) received after last date of quotation submission will be rejected.

8. The COEP University reserves the right to select or reject the offer of the vendor.
9. The COEP University reserves the right to cancel work order, before or after the supply of manpower before making payments, without giving any reasons thereof.
10. The rates shall be valid for 06 months from the date of quotation opening
11. The last date for submission of Quotation is 18/05/2026 before 15:30 Hours. Quotations received beyond the submission date / time will not be accepted and will be rejected, unopened.
12. Quotations will be opened on 18/05/2026 at 16:00 Hours at Hostel Campus, COEP Tech. Pune in presence of the vendor's representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
13. The vendor shall seal the quotation in an envelope addressed to: The Vice chancellor, COEP Tech. Pune. The envelope will also bear the following identification:

"Quotations for supply of manpower service at Hostel Campus, COEP Tech. Pune".

Reference No: COEP Tech./Hostel/Manpower service/2026/ Date. 11/05/2026.

Quotation must be received in the office of Hostel Department, COEP Tech. Pune.




Chief Rector
COEP Technological University
Hostel Campus